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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3317.1A**Effective Date: March 13,
2007Expiration Date: March 13,
2012[Printable Format \(PDF\)](#)[Request Notification of Change](#) (NASA Only)**Subject: Senior Executive Service Career Appointee Merit Staffing in NASA****Responsible Office: Office of Human Capital Management**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [ALL](#) |

Chapter 1. Legal and Regulatory Background

1.1 Career Appointments

Career appointees must meet the qualifications of the position to which assigned as determined in writing by the Agency. Initial appointment to the career SES must be processed in accordance with the merit staffing process in this NPR. Consistent with regulations issued by the Office of Personnel Management (OPM) and applicable provisions of law, the NASA Executive Resources Board (ERB), through Executive Resource Panels (ERPs), conducts the NASA SES career appointment merit staffing process. Career appointments may be made to SES Career Reserved or General positions.

1.2 Noncareer Appointments

Noncareer appointees must meet the qualifications of the position to which assigned, as determined in writing by the Agency, and may serve only in SES General positions. Appointments must be approved by OPM and the White House. The competitive procedures in this NPR, however, do not apply.

1.3 Limited Term and Limited Emergency Appointments

Under the NASA Flexibility Act of 2004, codified at 5 U.S.C. S 9813, the Administrator may approve limited term SES appointments to Career Reserved or General positions, without competition, to meet a legitimate temporary need. OPM approval is not required. Such appointees are eligible for SES bonuses under 5 U.S.C. S 5384. Limited emergency appointments are not covered by NASA authority and require OPM approval.

1.4 SES Position Designations

SES positions are either Career Reserved or General. A position is designated Career Reserved if it must be filled by a career appointee to ensure the impartiality, or the public's confidence in the impartiality, of the Government. Positions not designated Career Reserved are General positions. Determinations are made following the criteria in 5 C.F.R. S 214.402. A General position may be filled by a career or noncareer appointee. The same General position may be filled by a career appointee at one time and a noncareer appointee at another time. However, a Career Reserved position may be filled only by a career SES appointee or a limited term appointee under 5 U.S.C. S 9813.

1.5 NASA Policy

It is NASA policy to recruit and select the best qualified executives from the widest practical recruitment sources for SES career appointments including appropriate sources for minority and female candidates and candidates with disabilities. The extent of the recruitment area beyond the required minimum area will depend upon the individual position in question and the potential sources of candidates for the position.

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